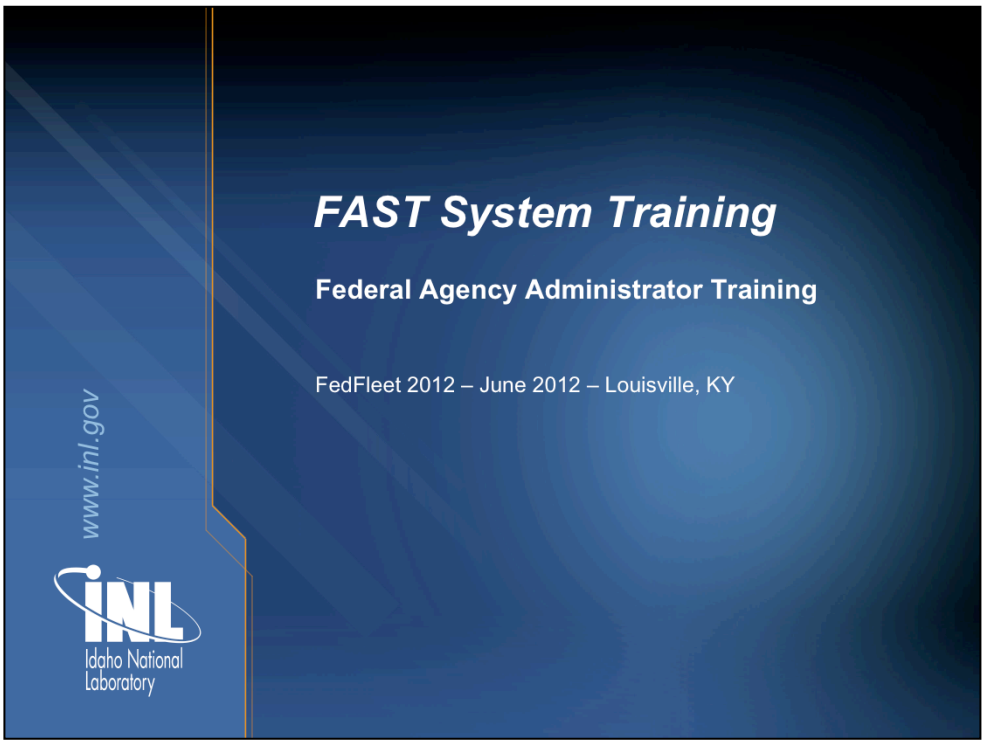
FAST System Training
Federal Agency Administrator Training
FedFleet 2012 – June 2012 – Louisville, KY
www.inl.gov
INL
Idaho National Laboratory

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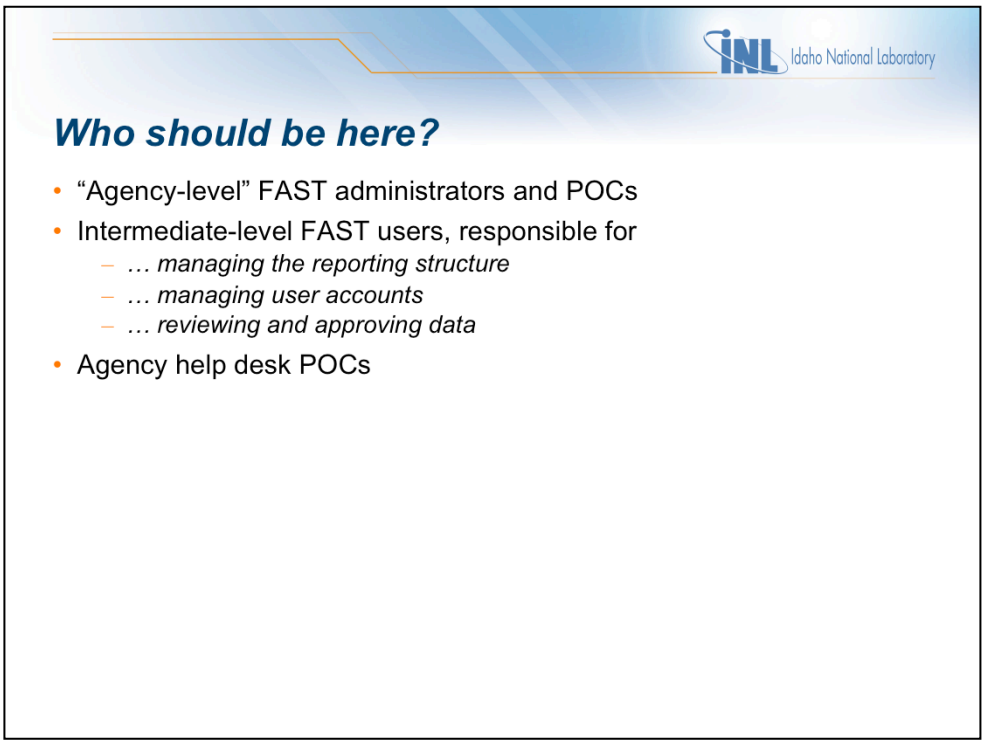
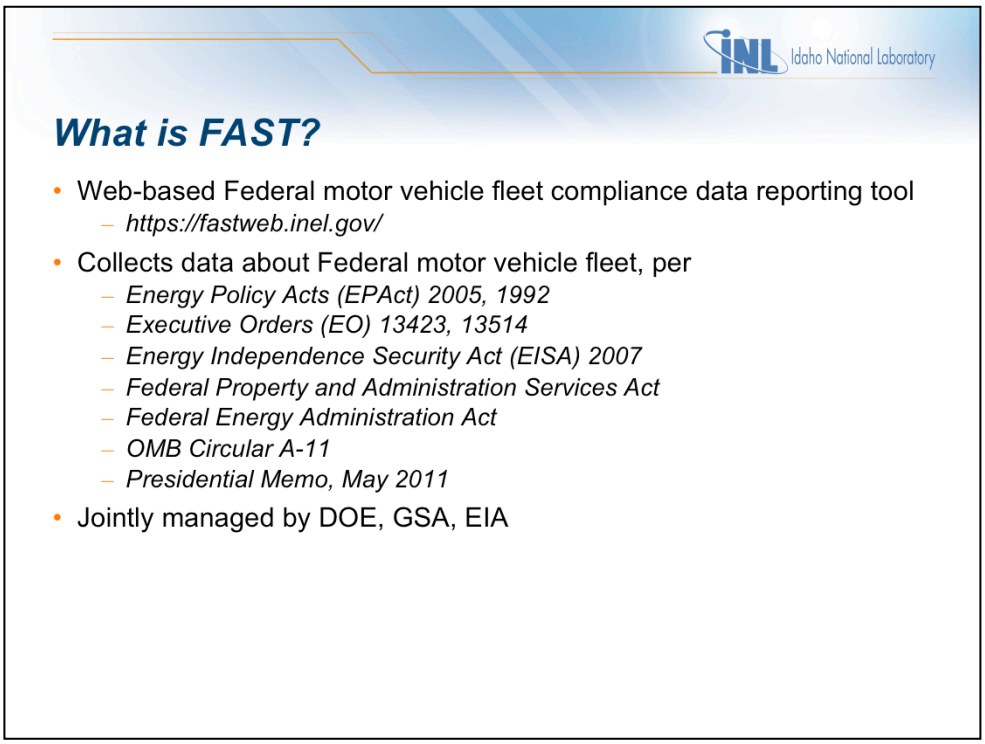
We will cover…

- Who should be here?
- What is FAST?
- How does FAST work?
- What do I need to know?
- When do I need to use FAST?
- What do I have to do?
- What's new in FAST?
- Where can I get help?
- Who can I call?
- Q & A



Session is primarily intended for users with either administrative roles for their organization (either at the agency level or at an intermediate level) or user support/help desk roles. Session will NOT focus on data entry, except where we touch on changes to FAST to be deployed ahead of this fall's data call.

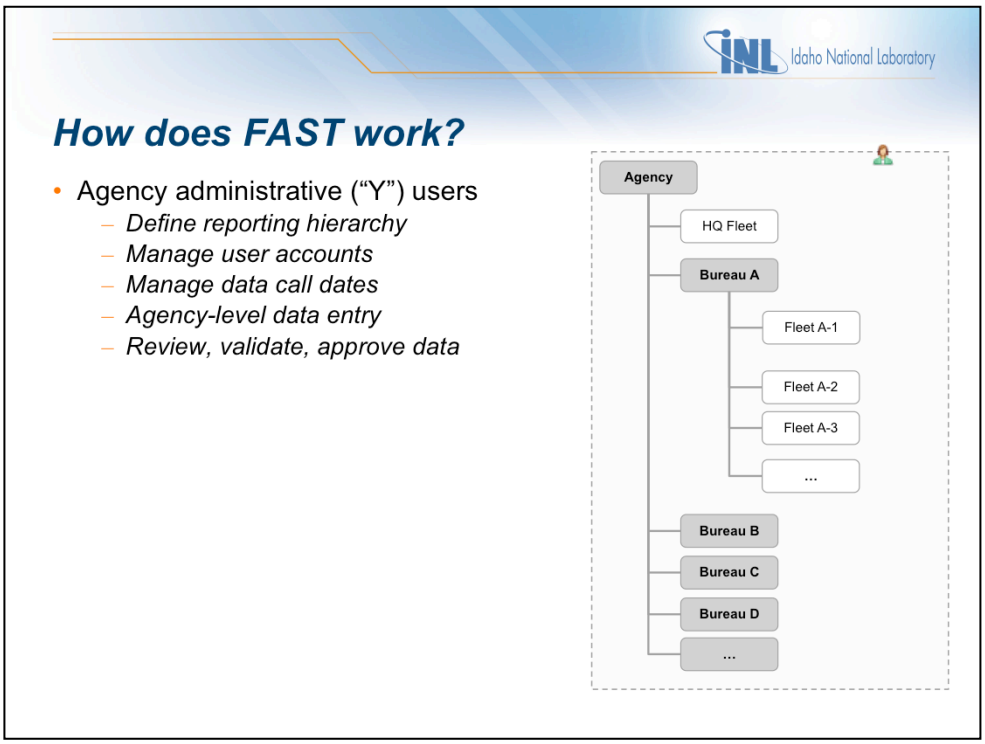


Web-based: No additional software, other than a relatively-current Web browser and an Internet connection, required to be installed on each user's computer workstation.
Federal motor vehicle fleet: Data collected via FAST deals solely with the Federal government's fleet of motor vehicles
Compliance reporting tool: Data is primarily focused on compliance with various reporting requirements and specific metrics for the makeup and operation of the Federal motor vehicle fleet

Important to note that FAST is not an fleet management information system; it exists almost exclusively to support specific data reporting and compliance requirements

Each of the management partners has specific – sometimes overlapping – responsibilities related to data collection, analysis, and reporting. Those responsibilities form the basis for FAST.

Also note that as these requirements change over time and as the responsibilities of the managing partners change, FAST will continue to evolve.



FAST is centered around the idea of allowing each agency to choose how to structure itself within the system, and then to manage its own users within that structure in terms of what they can do and are responsible for.

Agency Administrators ("Y" level):

- Reporting hierarchy: analogous to an organizational chart; can be very deep & wide, very simple, or somewhere in between. Data comes in at those lowest-level entities in the hierarchy. Users assigned to those lower-level entities to provide data.

- User accounts: FAST supports several different levels of users; level determines what they can do within the system and which elements of the reporting hierarchy they can view/report data for

Intermediate ("X" level) users:

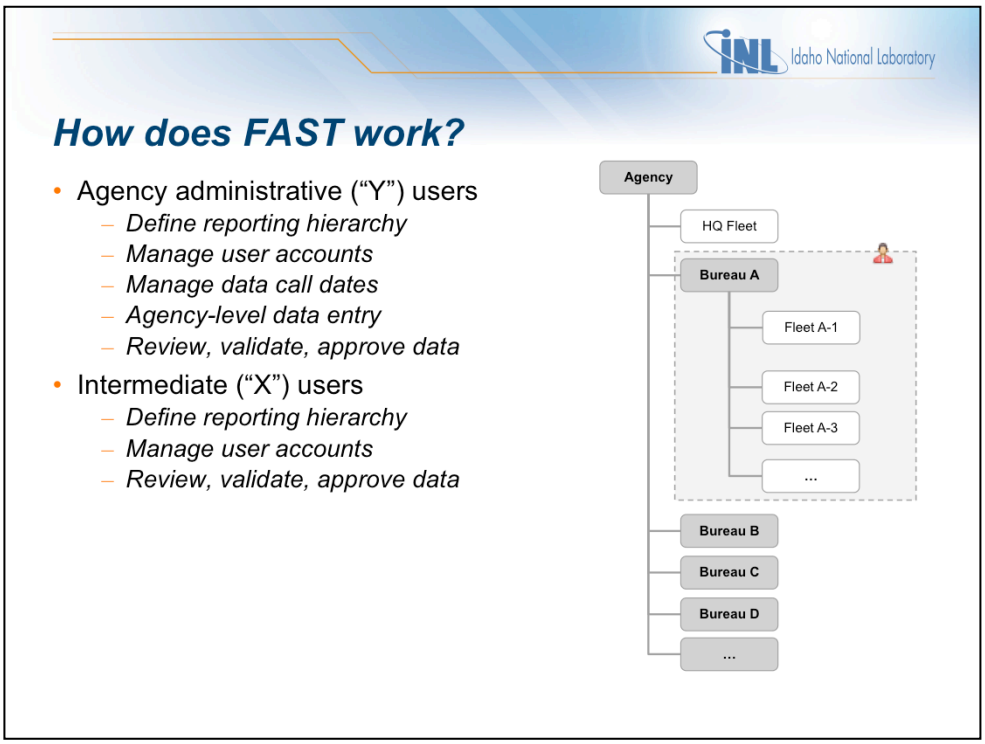
- Larger organizations may benefit from delegating some of the administrative responsibilities to users at the "bureau" level

- Intermediate-level admins can deal with hierarchy, user accounts, review & validation of data

Fleet-level ("A") users:

- Primary responsibility is to enter and validate data for one or more "fleets" of vehicles during the corresponding times of the year

Data Aggregation: the managing partners all use the data recorded through FAST in various reports they are required to prepare and publish; in almost all cases, that data is rolled up to agency aggregates for inclusion. Individual fleets may not be specifically named in those reports, but the inclusion of each individual fleet's data means all of that data needs to be reviewed for correctness, completeness, and consistency as part of the agency's reporting process.



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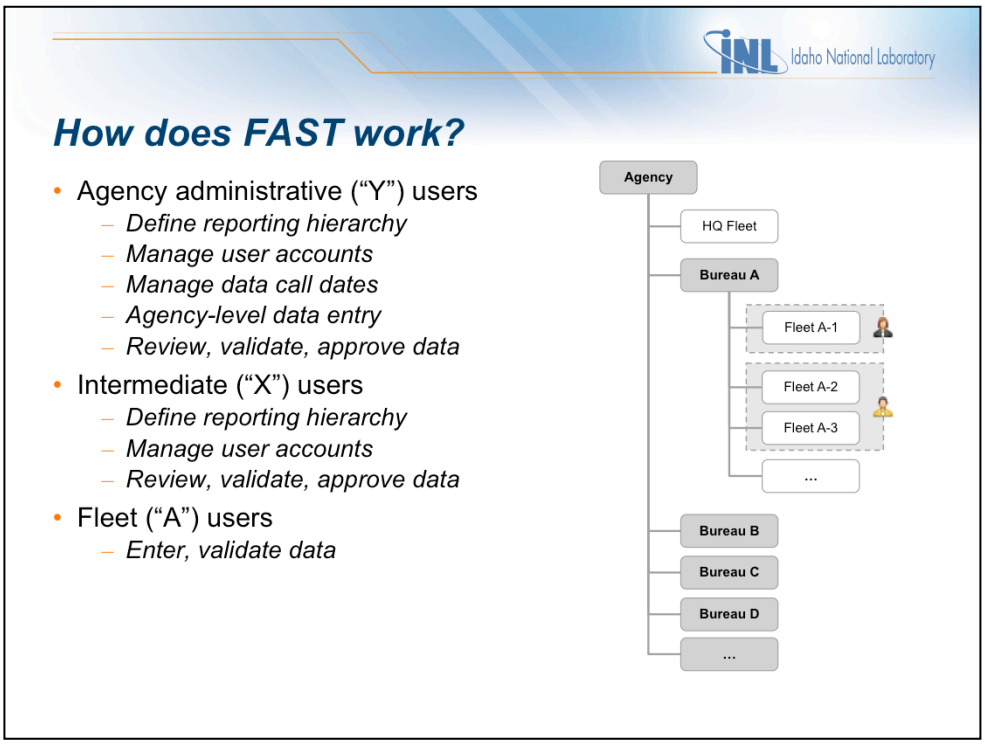

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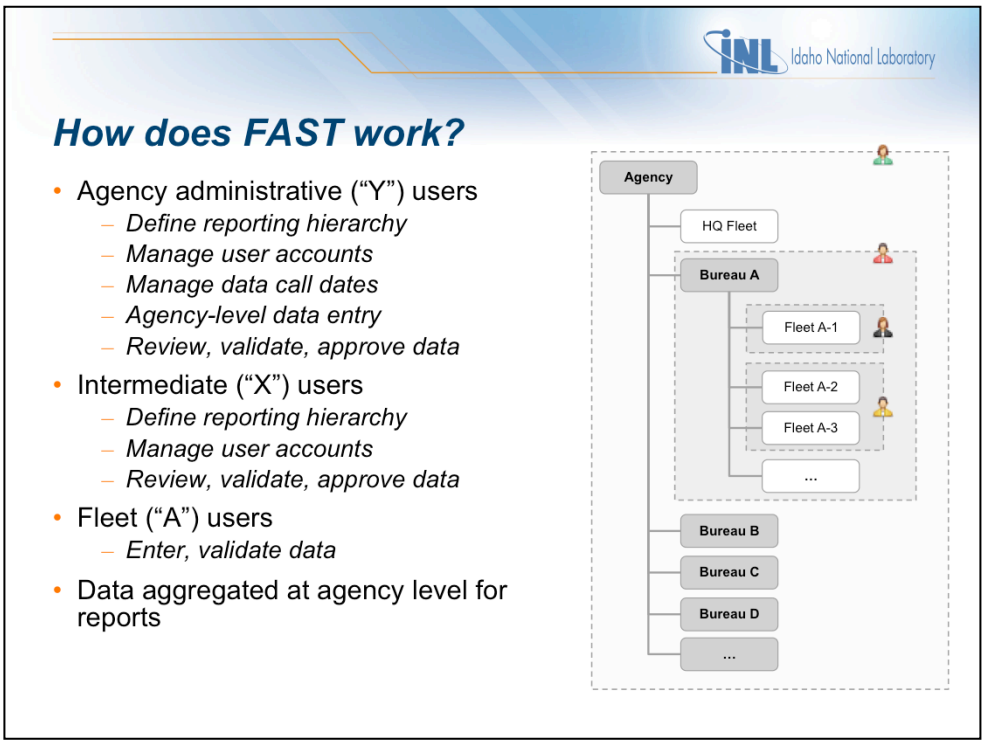

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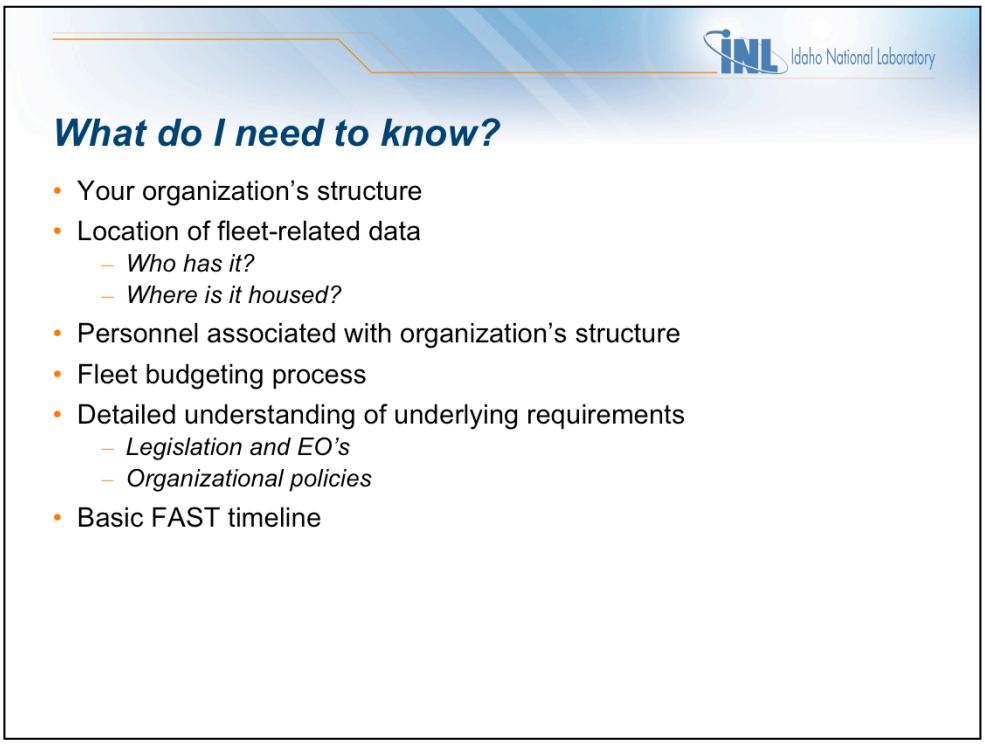
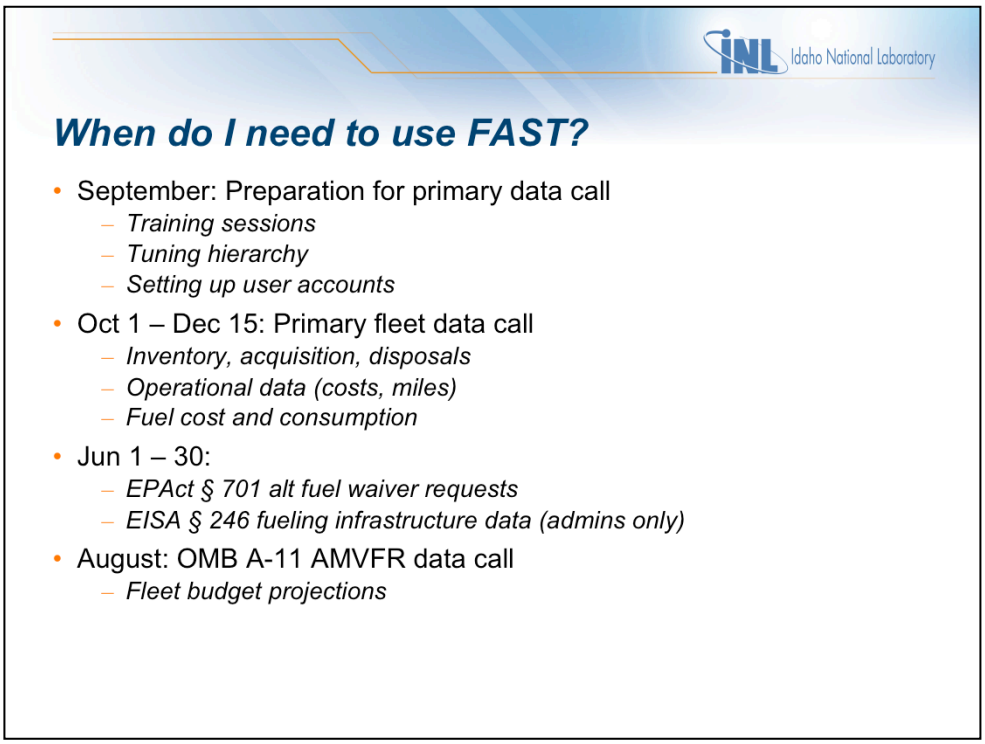


Location of data: knowing who has the fleet-related data (one or more MIS's? people involved?) is crucial in setting up an effective and efficient reporting hierarchy; ideally, reporting hierarchy looks like a combination of the management and budget structures for the organization and is as simple as it can be. Centralized data system = simple reporting structure = minimal number of people and work in getting data reported.

Budgeting process: important to know both the process and the people/groups involved in establishing and approving the fleet budget

FAST agency administrators and help desk POCs must provide

- Direction and guidance regarding agency-specific approaches and procedures to data reporting
- Answers to questions about underlying requirements and compliance
- Support related to using the FAST system itself



September preparation:

- Training of agency administrators and agency help desk POCs

- Prior year reporting hierarchy for each agency is rolled forward for the new year; admins can update hierarchy prior to opening of data call

- Agencies train their users, as needed – please coordinate any training efforts with Michelle Kirby of the INL FAST team to avoid conflicts with system downtime

June data calls run concurrently because the information about the location of the fueling centers from the EISA 246 call is used as part of the review process for the EPACT 701 waivers submitted by the agencies.

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What do I have to do?

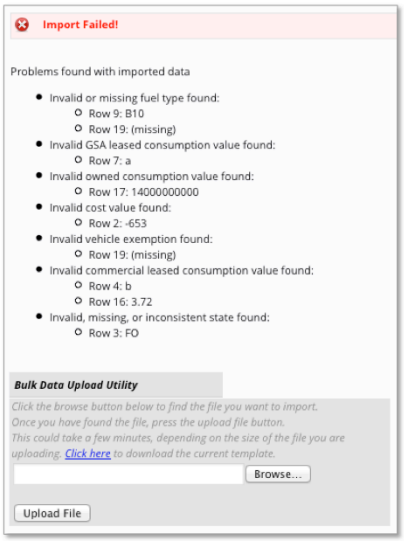
- Time for a demo…

What's new / coming in FAST?

- Important changes deployed in May 2012:
  - new query tool
  - system log now part of query tool
  - updated FAQ, "what's new", email message system
- More to come over the next year:
  - more flexible "view-only" users
  - better tools for managing users and reporting hierarchy
  - comprehensive overhaul of FAST help/support content
  - existing SF-82 summary report to be replaced

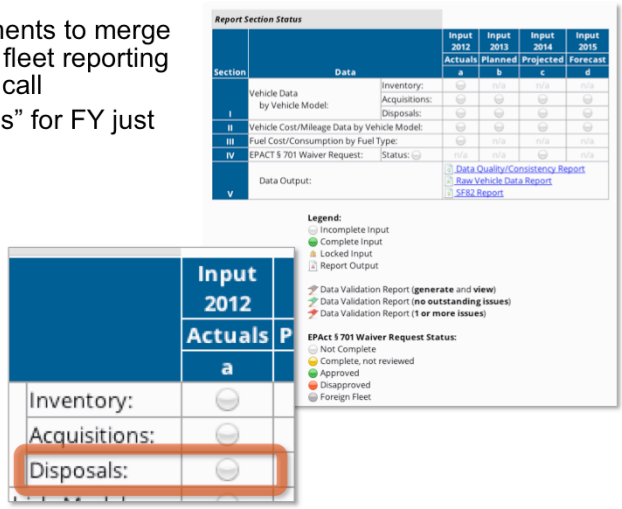
Improvements to Excel import capabilities

- Detailed validation messages
- Ability to import both .xls and .xlsx formats
- Significantly faster imports, particularly on large files

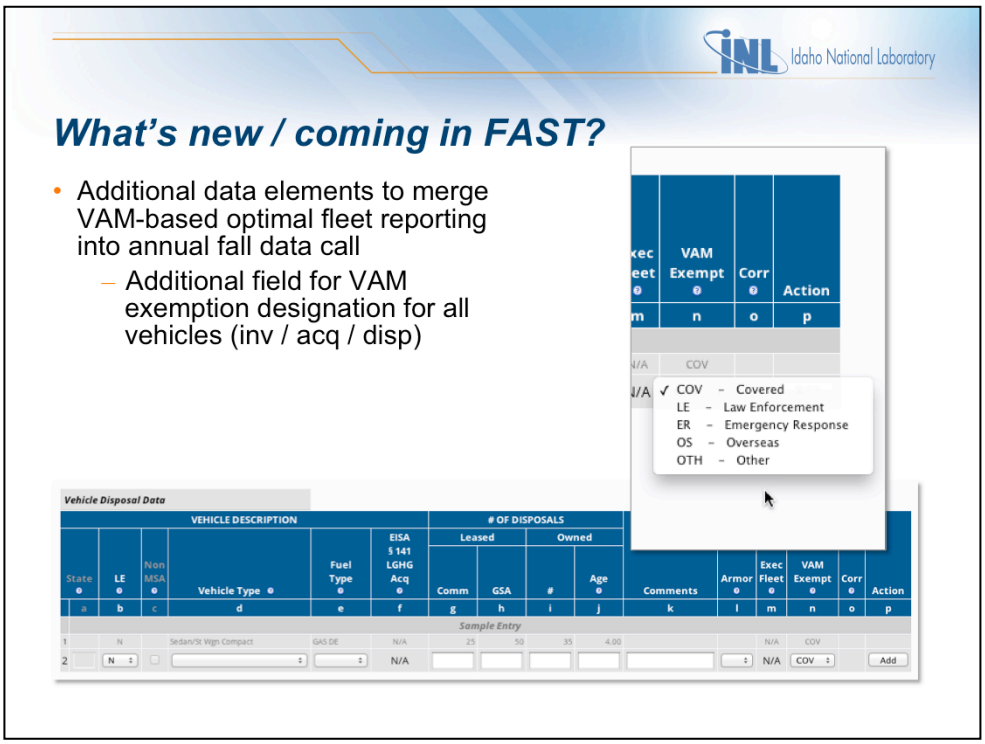


What's new / coming in FAST?

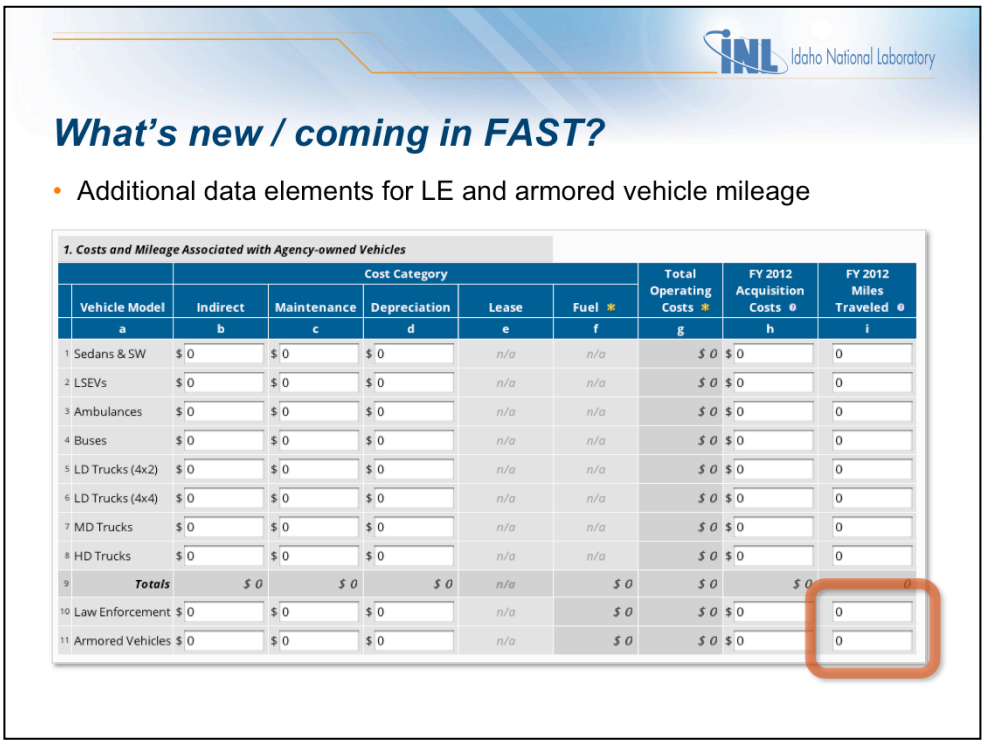
- Additional data elements to merge VAM-based optimal fleet reporting into annual fall data call
  - Disposal "actuals" for FY just ended



Several changes coming this fall related to incorporating additional data elements into the fall data call to support agency reporting of progress toward the optimal fleet characterized this past year as the agencies reported summary results from their vehicle allocation methodologies.



Probably some additional changes related to providing updated fleet management plans, etc., in the spring timeframe. Conversations also currently underway between GSA OGP and OMB about the possibility of merging some of the data that has historically been collected and summarized in the OMB A-11 AMVFR data call into the fall data call as part of this effort as well, in the hopes of eliminating the August data call for that report. If that happens, it will not happen in time for this summer's efforts on that report but presumably would be in place by summer 2013. Karl Wolfe and Jim Vogelsinger may have more to offer on that front in their session Tuesday afternoon.



Important figures to complete the information available to GSA, in particular, about these subsets of the fleet. FAST has historically collected all of the other data (inventory, costs, fuel) but not mileage – this modification closes that gap and allows for more analysis of these subsets (cost/mile, fuel efficiency, etc.) that wasn't possible to this point.

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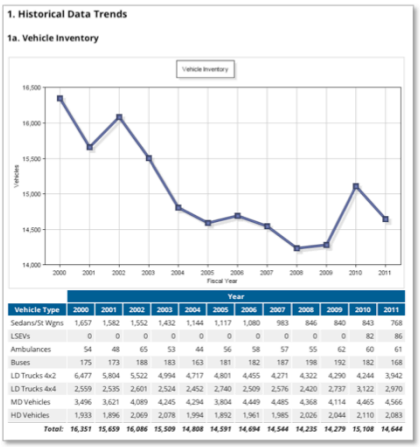
What's new / coming in FAST?

- Tools for reviewing data
  - Additional data views in Data Quality & Consistency Report
  - Different fleet subsets (armored, LE) in DQR
  - Additional capabilities in new query tool
  - Semi-automated top-to-bottom DQR-like review of all fleets in agency reporting hierarchy
  - Logging of fleet-level use of DQR



1. Historical Data Trends

1a. Vehicle Inventory

	Year										
Vehicle Type	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Sedans/St Wgns	1,657	1,582	1,552	1,432	1,144	1,117	1,080	983	846	840	843	768
LSEVs	0	0	0	0	0	0	0	0	0	0	82	86
Ambulances	54	48	65	53	44	56	58	57	55	62	60	61
Buses	175	173	188	183	163	181	182	187	198	192	182	168
LD Trucks 4x2	6,477	5,804	5,522	4,994	4,717	4,801	4,455	4,271	4,322	4,290	4,244	3,942
LD Trucks 4x4	2,559	2,535	2,601	2,524	2,452	2,740	2,509	2,576	2,420	2,737	3,122	2,970
MD Vehicles	3,496	3,621	4,089	4,245	4,294	3,804	4,449	4,485	4,368	4,114	4,465	4,566
HD Vehicles	1,933	1,896	2,069	2,078	1,994	1,892	1,961	1,985	2,026	2,044	2,110	2,083
Total:	***16,351***	***15,659***	***16,086***	***15,509***	***14,808***	***14,591***	***14,694***	***14,544***	***14,235***	***14,279***	***15,108***	***14,644***

Where can I get help?

- DOE's "Comprehensive Federal Fleet Management Handbook"
  - *https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleethandbook.pdf*
- FAST Help tab, FAQ, "What's New"
- "Federal Fleet Files" monthly newsletter
  - *https://federalfleets.energy.gov/newsletters/federal_fleet_files_newsletter*
- DOE's Federal Energy Management Program Federal fleets Web site
  - *https://federalfleets.energy.gov/*
- GSA's Motor Vehicle Management Web site
  - *http://www.gsa.gov/vehiclepolicy*
- INTERFUEL: Inter-agency alt fuel working group
  - *https://federalfleets.energy.gov/interfuel_working_group*
- INL FAST Web team: contact Michelle Kirby

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Who can I call?
Department of Energy
Mark Reichhardt
Federal Energy Management Program
mark.reichhardt@doe.gov
(202) 586-4788
Ryan Daley
National Renewable Energy Lab
ryan.daley@nrel.gov
(303) 275-4466
General Services Administration
Ed Lawler
Office of Governmentwide Policy
ed.lawler@gsa.gov
(202) 501-3354
Energy Information Administration
Cynthia Amezcua
Office of Energy Consumption & Efficiency Statistics
cynthia.amezcua@eia.gov
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INL FAST Web Team
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Jeff Caldwell
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(208) 526-5306
Michelle Kirby
michelle.kirby@inl.gov
(208) 526-4273

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Additional FAST sessions at FedFleet 2012
• Hands on: FAST Administrator Walk-through
– Wed, 8:15 – 10:15 am – Computer lab
• FAST User Training: Federal Fleet Users
– Wed, 3:30 – 5:00 pm – Classroom
• Hands on: FAST Query Tool
– Thu, 11:30 am – 12:30 pm – Computer lab
• Hands On: Reviewing Your Agency's FAST Data Submission
– Thu, 2:30 – 4:30 pm – Computer lab